



# Maryland Judiciary

## Job Announcement

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<b>Opening Date:</b>	August 6, 2015	<b>Closing Date:</b>	August 13, 2015
<b>Job Title:</b>	Civil Clerk	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	073312	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for St. Mary's County Leonardtown, Maryland	<b>Grade/Salary:</b>	J6 \$30,761 - \$36,447
		<b>Financial Disclosure:</b>	No

**Essential Functions:** This position maintains the workload of all Child Support and Paternity cases, assists customers in person and by telephone, assists other Judicial clerks, indexes and sets up new cases when filed, and receives and processes transactions on the cash register. Duties include IVD and non-IVD Child Support; keeping docket entries current; issuing summonses and subpoenas; issuing Bench Warrants and Body Attachments; Delivering orders; Entering court hearings in Calendar of events for IVD cases; Assisting customers, including Pro Se, in person and by telephone; Processing new cases and transactions on the cash register; Indexing new Civil, Paternity and Adoption cases when filed; Printing daily indexes; Keeping statistics related to IVD Support cases daily and creating monthly reports on those statistics; Scanning and indexing old Paternity files before sending to State Archives; Performing other job related duties as may be required.

**Education:** High School Diploma or GED.

**Experience:** Minimum of one year of related experience.

**Skills/Abilities:** Knowledge of Maryland Annotated Code and Maryland Rules; Knowledge of Maryland Judiciary Human Resources policies and procedures; Knowledge of Court procedures and the UCS system; Familiarity with standard office equipment; Ability to lift up to 20 pounds, carry files, bend, and stoop; Ability to stand for long periods of time; Customer service, computer, basic math, and cash handling skills; Attention to detail; Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Joan Williams, Clerk of the Court  
Circuit Court for St. Mary's County  
P.O. Box 676  
Leonardtown, MD 20650

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.